

The Torch

The official newsletter for Indiana state employees

June, 2021

Welcome Back, state employees

Throughout the COVID-19 pandemic, state of Indiana employees have shown that innovation, collaboration, and great government service know no bounds.

Technology, such as teleconferencing software, allowed us to continue providing Next Level service for all Hoosiers, whether we remained at our designated work sites or completed our tasks remotely. Now, as the pandemic recedes, more and more Hoosiers get vaccinated against COVID-19, businesses are open, and the Hoosier State gets Back on Track, it's time for all state employees to return to their pre-pandemic work locations.

"Our work has incredible impact for Hoosiers and I celebrate, with you, what we have accomplished with remote work tools, but it is not the optimal way for us to serve Hoosiers," said Gov. Eric J. Holcomb. "We work better together, and build more solid and collaborative teams, when we can have regular face-to-face conversations. Returning to the office means the impromptu discussions that so often lead to innovation will be happening again with more frequency and energy."

This is how we will return:

- As of Tuesday, June 7, all agency heads, senior staff and supervisors should be in their pre-pandemic work locations full time.
- No later than Monday, June 21, all non-supervisory employees should report to their prepandemic work locations for at least 50 percent of their work week.
- No later than Tuesday, July 6, all employees should report to their pre-pandemic locations full time.

Employees who had alternate work arrangements before March 2020 may resume or continue those arrangements.

For more information on COVID-19, where and when you can get a vaccine, upcoming events, and more, visit the Welcome Back web page.

<u>Click here</u> to watch a video message from Indiana Department of Health Commissioner Dr. Kris Box.

Though we accomplished a lot throughout the last year, nothing can replace face-to-face interactions and in-person collaboration. Welcome Back, state employees!

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Social media



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Follow <u>State of Indiana</u> Employees **PeopleSoft Financials Training Redevelopment Project**

Accounts Payable, AP Approver, **Asset Management, Query** Running, Query Writing and **Inventory Computer Based** Trainings (CBT)s have launched!

The PeopleSoft Financials Training Redevelopment Project continues moving forward, and we have launched the first series of Computer-Based Trainings! AP, AP Approver, AM, Query and Inventory CBTs can now be accessed through Success Factors.

By converting Instructor-Led Trainings (ILTs) to CBTs we can provide an enhanced training experience. The newly designed module-specific CBTs include both technical and business requirements which are necessary for state employees to perform their job duties in PeopleSoft Financials.

New users will be required to take module-specific CBTs prior to gaining security access in PeopleSoft Financials. Since new



content has been incorporated, it is important that existing users also take these courses when they become available.

Trainings include a pass/fail assessment at the end of each lesson. Users will notice all scores will be counted as a passing grade. Ideally, users would be required to receive an 80% to receive a "passing" score before being granted access to the respective modules. However, the initial rollout of CBT will serve as a pilot for agencies to determine if the training and/or assessments are working as designed. Users will receive system access upon completing the course regardless of how they performed on the assessment during this initial rollout. We encourage users to continue taking the assessment until they achieve 100%.

Trainings can be accessed through Success Factors as they launch. Check out the PeopleSoft **Enterprise Portal for more** information.

Additional CBTs to be released over the next few months include:

- Stage 1a: Accounts Payable, Accounts Payable Approver, and Asset Management -Available Now!
- Stage 1b: Query Running, Query Writing and Inventory -Available Now!
- Stage 2a: Accounts Receivables, Billing, Report of Collections / Zero ROC – August 2021
- Stage 2b: General Ledger and Agency Budget Analyst -September 2021
- Stage 3a: Project Costing -2022
- Stage 3b: Federal Draw Billing, FDB Express Deposit and FDB Reconciliation – 2022

Did you know? How you request vacation or personal time is changing soon

PeopleSoft 9.2 launches in September and will require all state employees to submit time off requests electronically.

Did you know ... when you submit a request for leave in PeopleSoft, your manager will receive a notification to approve? When your manager approves the request, PeopleSoft 9.2 will auto populate the leave on your timesheet.

Did you know ... PeopleSoft 9.2 will forecast all your available time? This new enhancement makes leave requests so much easier because you will know exactly how much time you have.

Look for training in August to learn more about all the new improvements with PeopleSoft 9.2!











No time to waste! Call ActiveHealth today to schedule your health coaching sessions

Time is running out to get started on the fastest way to earn a Premium Discount in 2022!

Take time to sign up for health coaching through ActiveHealth! You'll get valuable advice from a wellness professional that can help you set – and reach – your health goals, and you'll be making progress toward earning your 2022 Premium Discount.

It's easy to get started! Just call ActiveHealth at 855-202-4219 to schedule an appointment. Health coaches are available from 9 a.m. to 9 p.m. Monday through Friday and from 9 a.m. to 2 p.m. Saturdays by appointment. Completing at least four sessions is one way to qualify for the 2022 Premium Discount. You also have the option to continue these coaching sessions, which can focus on virtually any aspect of your health you want to work on -- like losing weight, eating healthy, quitting tobacco, and much more!

But there's no time to waste! The deadline to call to schedule your first session is July 1, and all four required sessions must be completed by Sept. 30. Note: If your spouse is carried on your health plan, they also must complete one of the activity options. Deadlines remain the same.

Start your journey to better health & earn a **2022 PREMIUM** DISCOUN







Get started by July 1



Complete four health coaching sessions (in person or by phone). You must complete all four sessions by Sept. 30.

Call (855) 202-4219 to schedule a session today!

Other options

If you haven't started working toward your Premium Discount vet, you still have one option (other than health coaching) remaining: You can reach Level 5 by completing health education modules, setting health goals, and participating in challenges available in the ActiveHealth portal. You can also use the ActiveHealth app available from the App Store and Google Play. The deadline to start this option is Aug. 27, and it must be completed by Sept. 30.

If you chose to start working your way toward earning a Premium Discount earlier this year, you may instead have chosen the physical activity option and are now well on your way. If so, great job!

You must have started this option by March 15 in order to meet the requirements by the Sept. 30 deadline. If you've started this option, keep going! You'll need to track 200 days of 30 minutes of physical activity or at least 10,000 steps through a device connected to the ActiveHealth portal in order to meet the requirements for earning the Premium Discount this way.

Keep going!

Better health is its own reward. but who wouldn't want to save money on their health plan too? No matter which option you've selected, you've made the choice to Invest in Your Health! For more ways to keep your wellness top of mind, check in often at InvestInYourHealthIndiana.com.

Next wellness webinar examines headaches June 16

Do you experience headaches?

ActiveHealth's next wellness webinar takes a look at some common types of headaches. Join the webinar at 10 a.m., 12:30 p.m., or 4:30 p.m. Wednesday, June 16 to learn

what causes headaches, what you can do to help prevent them, when to call a doctor, and more.

Register for "Is your headache a migraine?" here.

To see future monthly wellness webinar topics and to register anytime, click here.



Reward yourself! Get a \$25 e-gift card for completing a health assessment

Being part of the ActiveHealth program gives you access to numerous wellness resources that can help you stay on course with or get moving on – your health goals.

Need a little extra motivation? How does earning a \$25 e-gift card just for completing a health assessment sound? A health assessment is a quick overview of your current health that can help you examine where you are right now and where you'd like to go in the future!

It also takes almost no time at all!

Just log in to your ActiveHealth account (or use the app available from the App Store and Google Play) and click on the "Rewards" tab. From there, scroll down and click on the green "Let's Go" button (it's in the "Your First Step to Better Health" box). The magic of the internet will then take you to a page where you can begin the assessment just by clicking "Get started."

Easy so far, right?

Answer a few questions about your current health through the assessment about your health, lifestyle, and goals, and you'll be well on your way to earning that \$25 e-gift card! Better yet, a report will be available to you as soon as you complete the health assessment's questions. You can use that to start planning the next steps on your personal journey to better health.

With a completed health assessment as a starting point for working on your goals, you can now nab your \$25 e-gift card. Click on "Get Rewards" and you're set



to redeem the electronic card. But you'll need to hurry! The deadline to complete your health assessment is Nov. 30.

For more information about ActiveHealth rewards, click here and for more great ways to stay on top of your health goals each and every day, check out InvestInYourHealthIndiana.com.



Trying to quit tobacco? Call on a friend for help!

You've made a big decision: you're going to quit tobacco, whether its cigarettes, chew, or snuff.

You probably already know that quitting is hard. Maybe you've

even quit before and if so, that's normal. Most people quit many times, and each time they quit, they learn more about what helps and what gets in the way.



What can you do to make it more likely that you'll kick the habit for good? Get help from those around vou!

How can your family and friends help?

- Tell people you're trying to guit. They'll know how hard this is, and will want to support you.
- Support comes in many forms. It can be helpful words and actions, tips, or gentle reminders to stay on track.
- Let people know what you need. You may want a call from a friend every day—or you might want to reach out yourself.
- Get a partner who wants to quit tobacco.

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Trying to quit tobacco? Call on a friend for help!

Just remember: you're not alone. You don't have to fight this battle yourself. Try to find someone else who wants to guit tobacco. Maybe you can be "quit buddies!" This may make quitting easier, since your buddy can help when you're having a craving.

A partner or buddy can also help you keep your mind off of smoking. They can invite you to events that will help you focus on other things.

And when you reach one of your goals to quit smoking, be sure to celebrate with a friend. You've earned it.

If you're looking for more information to help you on your health journey, be sure to visit MyActiveHealth. There is a wealth of information on this website regarding many different health and wellness topics. Other resources:

- Health Coaching: Call to schedule: 855-202-4219
- Login to MyActiveHealth Engagement Platform: www.myactivehealth.com/ StateofIndiana
- Download the ActiveHealth Mobile App: Located in the app store and Google Play

Next 'Learning Lab' focuses on mindful eating

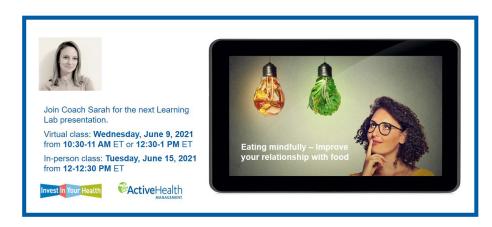
ActiveHealth Learning Labs

Join ActiveHealth's Learning Labs hosted by your ActiveHealth coach, Sarah Anderson.

Come explore important, lasting changes you can make in your daily life. Each Learning Lab lasts approximately 30 minutes. Sarah will take a look at topics like healthy eating, being active, getting better sleep, and being more mindful throughout this new series.

June Learning Lab: Eating mindfully - Improve your relationship wit food

What is mindful eating? How do you eat "mindfully?" If you're like most of us, you've probably eaten something in the past few hours and, like many of us, you may not be able to recall everything you ate -- let alone the sensation of eating it. Come learn why paying attention to the moment-to-moment experience



of eating can help you improve your diet, manage food cravings, and empower you to make healthy mindful eating choices.

You'll learn the following in this fun, educational program:

- What is mindful eating
- How to break free from the diet cycle
- How to challenge the "Food Police"
- Mindful eating strategies

Join one of the virtual classes Wednesday, June 9. Click here to register.

Join the in-person class Tuesday, June 15. Click here to register.

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- You'll enjoy flexibility that fits your schedule.
- You'll have the opportunity to accelerate your degree program.
- You'll receive one-to-one faculty support.
- Your program will be affordable.

Tuition.

Tuition and fees are charged per term. Terms are six months long and can begin on the first of any month.

Undergraduate programs	\$3,225-\$3,550*
B.S. Nursing (Prelicensure)	
Graduate programs	

Some programs have perterm or one-time fees specific to that program's costs. *As of January 2021

Special benefits for State of Indiana employees.

\$2,000

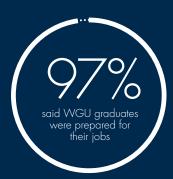
Eligibility to apply for the WGU Institutional Partners Fund valued at up to \$2,000

5%

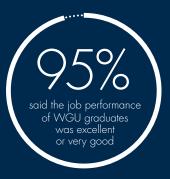
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Western Governors University is accredited by the Northwest Commission on Colleges and Universities (NWCCU), a regional accreditation body of colleges and universities in a seven-state region that includes WGU's headquarters of Utah.

Take your second data education lesson from **Indiana MPH**

State employees should have received lesson two of the Data Proficiency Program via email from the Indiana Management Performance Hub (MPH) on May 12.

Lesson two is posted on the MPH website and covers how having a basic understanding of numbers, data, and visualizations can help you make better, data-driven decisions. Plus, the lesson includes additional examples on how to spot misleading statistics and how to understand the data behind them.

MPH asks that you treat the lessons as any other state-issued training and take the time to review the material. You can learn more about the program and access all available lessons on the MPH website.

The training lessons will arrive monthly in your inbox from mph@ subscriptions.in.gov. If you are not

receiving the lessons when they are posted via your state email account, you can <u>subscribe</u> to the mailing list to receive the monthly lessons. Look for lesson 3 in your inbox the week of June 7.

Data Day 2021 now available to stream via MPH website

All four hours of Data Day 2021 hosted by MPH are now available on the MPH website and YouTube channel. You can watch the fourth annual showcase of the collaborative efforts to improve outcomes for Hoosiers through the use of data. Join the celebration and learn more about how data continues to play an increasingly important role in state government.

The Data Day Virtual Event featured how State of Indiana agencies and key trusted partners came together to respond to the COVID-19 pandemic as well as



advancements in addressing the opioid epidemic. Also learn more on how agencies and external partners are collaborating to create clear pathways between education and workforce. Special guests include Gov. Eric Holcomb, State Health Commissioner Dr. Kristina Box, Secretary of Education Dr. Katie Jenner, Indiana's Executive Director for Drug Prevention, Treatment and Enforcement Doug Huntsinger, and more.

Watch Data Day 2021 at www. in.gov/mph/1058.htm.

Mark your calendars: Indiana Grown's **Monumental Marketplace returns in June**

On June 18, more than 75 farmers, artisans, agricultural partners and Indiana-based businesses will be returning to Monument Circle for Indiana Grown's fourth annual Monumental Marketplace.

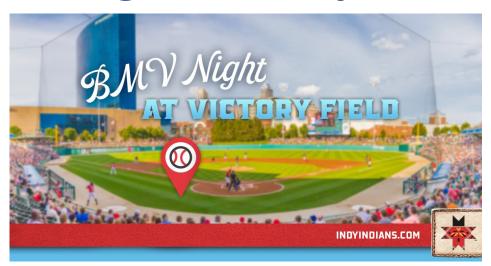
This one-day event will feature everything from locally-grown food and drinks to homemade wares and food trucks. This year, Indiana Grown is presenting Monumental Marketplace in partnership with Downtown Indy, Inc., whose guidance and support will provide

an experience that is bigger and better than in past years all while following CDC and Marion County Department of Health guidelines for safety.

Indiana Grown's Monumental Marketplace is free to attend and open to all, so mark your calendars and have lunch from 10 a.m. to 2 p.m. on the Circle in downtown Indianapolis while supporting the farmers and businesses in attendance.



BOGO tickets available for **'BMV Night with the Indy Indians'**



The Indiana Bureau of Motor Vehicles (BMV) is partnering with the Indianapolis Indians for BMV 2-for-1 Night!

To receive this special offer, purchase tickets online at

IndyIndians.com for the June 16 Indianapolis Indians vs. Memphis Redbirds game at Victory Field. Use the coupon code myBMV by entering it on the ticket selection screen in the "Coupon" field. The game starts at 7:05 p.m.

Lt. Gov. Crouch, FSSA accepting **2021 Golden Hoosier Award** nominations

Lt. Gov. Suzanne Crouch, in collaboration with the Indiana Family and Social Services Administration's Division of Aging recently announced that nominations are now being accepted for the 2021 Golden Hoosier Award.

"Every year, it amazes me how many thoughtful and selfless Hoosiers we have in our state," Crouch said. "Despite all the challenges we faced as a state over the past year, we still had numerous Hoosiers who were going above and beyond to better their communities. The best thing about Indiana are her people, men and women who often look to their neighbor and see how they can help them, especially during times

of need, and I am proud to honor the Golden Hoosiers every year."

Crouch said that the award began in 2008 and annually honors Hoosier senior citizens for their lifetime of service and commitment to their communities.

To be eligible for the Golden Hoosier Award, the nominee must currently be an Indiana resident, age 65 or older and have been a volunteer in the community for the past three years.

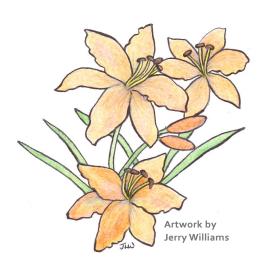
The deadline for submitting applications is Saturday, June 19. Nomination forms can be accessed electronically here. A ceremony honoring those selected will be held virtually later this year.

Save on amusement park tickets this summer



Indiana Beach in Monticello is back to celebrate its 95th season, and state of Indiana employees can join the fun by purchasing discounted tickets all season long.

Check out the state employees discount page for more information as well as offers from Kentucky Kingdom & Hurricane Bay and Holiday World & Splashin' Safari!



Six honored at INDOT CEPSA ceremony

The Indiana Department of Transportation's (INDOT) 2019 and 2020 Commissioner's Excellence in Public Service Awards (CEPSA) shined a light on some of the agency's top performers during a special ceremony in the Indiana Government Center S. Auditorium May 4.

Begun in 2018, CEPSA honors INDOT employees in three different categories: Exemplary Achievement and Performance. **Distinguished Customer Service** and Personal Interactions, and **Outstanding Creativity in Process** or System improvement. This year's ceremony, which was broadcast live over Microsoft Teams, was unique in that it honored 2019's winners as well as those from 2020. The COVID-19 pandemic prevented the ceremony from taking place last year.

With the opportunity to resume an in-person program, this year's CEPSA was full of goodwill, laughs, and heartfelt appreciation for a handful of the many INDOT employees who continue to go above and beyond for Hoosiers in every corner of the state.

The winners were as follows:

2019 honorees:

- **Exemplary Achievement and** Performance - Elsadig Ibrahim, Construction Engineer for Greenfield District
- **Distinguished Customer Service** and Personal Interactions - Lisa Shrader, Consultant Services Manager for LaPorte District
- **Outstanding Creativity** in Process or System Improvement - Adam Tyra, Highway Engineer for **Greenfield District**

2020 honorees:

- **Exemplary Achievement and** Performance - Steve Fanning, Senior Budget Manager for Central Office
- **Distinguished Customer Service** and Personal Interactions -Mike Jewell, Highway Mechanic Supervisor for Seymour District



Elsadia Ibrahim (left) received INDOT's Commissioner's Excellence in Public Service Award in the category of Exemplary Achievement and Performance for 2019. "El" is seen here with INDOT Commissioner Joe McGuinness.

Outstanding Creativity in Process or System Improvement - Mark Fligor, Office Engineer for Vincennes District

Click here to read the full story on Employee Central.



Seen here are Matt Deitchley (LaPorte District Deputy Commissioner), Amber Thomas (Senior Project Manager and one of Lisa Shrader's nominators), Michaela Shrader (Lisa's daughter), Lisa Shrader (CEPSA honoree), INDOT Commissioner Joe McGuinness, and Jessica Miller (Capital Program Management Director).

Jackson receives Outstanding Service award from Central Indiana AGA

Indiana State Budget Director Zac Jackson was honored with the Central Indiana Chapter of the Association of Government Accountants' Outstanding Service in State Government award May 13.

Jackson, who was appointed to his current position by Gov. Eric J. Holcomb in June 2019, accepted the honor by offering praise to his colleagues.

"While I feel completely underserving of this award on a personal level, I am delighted to accept this award on behalf of my colleagues at [the State Budget Agency] and [the Office of Management and Budget]," Jackson said in his acceptance speech.

He took time to thank OMB Director Cris Johnston as well as Jackson's deputies, Joe Habig and Lisa Acobert.

"In addition, I'd like to recognize our colleagues Justin McAdam, Steve Daniels, Patrick Price, Luke Kenworthy, Manny Mendez, Andy Cummings, Kirsten Haney, Matt Wolf, Sola Egunyomi, Hari Razafindramana, Christina Miller, Christopher Miller, and Eric Klinefelter, as well as all of the analysts, accountants, and admin staff at SBA and OMB," Jackson continued.



Jackson, who has worked with SBA for more than 16 years described the last year as "easily the most challenging" up to this point is in career, but he expressed optimism moving forward.

"With help from a lot of you, we've weathered this revenue roller coaster ride that included the low point of missing our April 2020 revenue estimates by almost \$1 billion - but also included the high point of April 2021, which saw us adding \$2.4 billion to the revenue forecast for Fiscal Year '21 through Fiscal Year '23," he said.

Jackson said he believes Indiana's "fiscal management and discipline" during a difficult period will reap rewards in the future.

"Not only has our AAA credit rating been reaffirmed, but we are about to pay off \$110 million in state building debt, make a \$600 million contribution to our pension system, and invest \$1.1 billion of much needed capital improvements – ranging from a rebuilt Westville Correctional Facility to State Fair's Fall Creek Pavilion to a combined campus for the School for the Deaf and School for the Blind," he noted. "These strategic investments will save millions of dollars down the road and allow us to provide better, safer services to Hoosier citizens and taxpayers."

In addition to those investments, Jackson said he anticipates the state will close this two-year period "with restored General Fund reserve levels that are capable of weathering the next recession or economic downturn."



Jackson continued looking forward by calling on AGA for help in preparing "the next generation of state government finance managers."

"Whether we're talking about a CFO or Controller position at an agency or a Division Director at the State Budget Agency, I want to ensure that we continue to have qualified internal applicants as these spots open up," said Jackson, who urged his colleagues to develop a mentoring system for state government financial leaders. He believes this mentor-mentee relationship is critical in helping develop future financial leaders.

Anyone interested in becoming a mentor or mentee in the State Financial Leaders program can contact Jackson at zjackson@sba. in.gov.



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